

**KING COUNTY, WASHINGTON
EMERGENCY MANAGEMENT PLAN
APPENDIX 5
ADMINISTRATION**

I. INTRODUCTION

Purpose

To provide guidance to King County Office of Emergency Management, departments and divisions on administrative matters necessary to support operations during emergencies or disasters. This includes: Continuity of government, reporting requirements, use of emergency workers and state incident numbers, repair and restoration of damaged facilities and historical properties, non-discrimination in disaster assistance, emergency financial management, and maintenance of the King County Emergency Management Plan.

II. CONCEPT OF OPERATIONS

- A.** The County Executive, through the Department of Executive Services (DES), will establish a records retention program in accordance with chapter RCW 40.14. All County departments will utilize this program to protect essential records.
- B.** Elected officers of the county will designate temporary interim successors in the event a vacancy occurs during an emergency or disaster (KC Ordinance 12163).
- C.** Reports are required from all County departments/divisions to provide the Executive, Director of Emergency Management, and other officials with information concerning the nature, magnitude, and impact of an emergency or disaster. Reports are used for evaluating and providing the most appropriate resources and services in order to respond to the situation (see ESF-23 Damage Assessment). Reports required include but are not limited to:
 - 1. Situation Reports
 - 2. Requests for Assistance
 - 3. Damage Assessment Reports
 - 4. Proclamations of Emergency
- D.** King County will use emergency workers as outlined in state law. RCW 38.52 provides rules, regulations, and definitions of emergency workers.
- E.** Disaster Event Incident Numbers and Use of King County and Personal Property

1. The Washington State Emergency Management Division (EMD) Incident Numbers (Mission or Disaster Incident Number Series) are assigned to local jurisdictions for all actions that are intended to protect life, property, and the environment during the incident period of any emergency or disaster event. Incident/mission numbers will be used by King County for the duration of the incident response and recovery periods.
 2. Equipment and vehicles should only be used by trained, qualified personnel. Personal property not relevant to the mission will not be considered for compensation coverage.
- F.** Repair and Restoration of Damaged County Facilities will be managed by Department of Executive Services, Facilities Management Division. Contact Facilities Management Division for all applicable statutes and regulations.
- G.** Properties of historic significance and archeological sites are protected by law. Non-time critical missions and recovery actions affecting these sites will be coordinated with the state Office of Archeology and Historic Preservation.
- H.** Non-discrimination in disaster assistance will be carried out in accordance with Title 44 CFR. This relates to all state and local jurisdiction actions and includes the following conditions:
1. Federal financial assistance to King County is conditional of full compliance with Title 44 CFR, Part 205.
 2. All personnel carrying out federal major disaster or emergency assistance functions, including the distribution of supplies, the processing of applications, and other relief and assistance activities, shall perform their work in an equitable and impartial manner. No discrimination will be tolerated on the grounds of race, religion, sex, color, age economic status or national origin.
 3. As a condition of participation in the distribution of assistance or supplies under Public Law 93-288, government bodies and other organizations shall provide a written assurance of their intent to comply with regulations relating to nondiscrimination promulgated by the President or the administrator of the Federal Emergency Management Agency (FEMA). All agencies shall comply with such other regulations applicable to activities within an area affected by a major disaster or emergency as the administration of FEMA deems necessary for the effective coordination of relief efforts.

III. EMERGENCY FINANCIAL MANAGEMENT AND EMERGENCY POWERS

King County will follow emergency procedures outlined in King County Ordinance 12163, which authorizes the Executive to respond to emergencies or disasters.

- A.** When a disaster event occurs, the King County EOC will receive situation and damage information from County departments. If damage from the event is severe enough to warrant it, the Executive will sign and issue a proclamation of emergency that will enable King County government to respond to the disaster by using the following:
 - 1. Emergency purchases or contracts up to \$250,000.
 - 2. Contract waivers for personal property or services, and professional/technical services. Such waivers shall continue in force and effect until terminated by order of the executive or action by the council by ordinance.
 - 3. Emergency powers of the Executive such as rendering of mutual aid, compensation of emergency workers, recall of County employees from vacation, days off, and selected retired employees. Other emergency powers include the ability to order the clearing of debris, evacuation, curfew, closing of business establishments, streets, parks, schools, and public buildings.
- B.** Records will be kept by each county department in such a manner to separately identify disaster event-related expenditures and obligations from non-disaster general programs and activities. Complete and accurate records are necessary to:
 - 1. Document requests for assistance.
 - 2. Receive reimbursement under approved applications pertaining to presidential declared disasters.
 - 3. Respond to audits by keeping detailed records including force account, payrolls, invoices, contracted work, and mutual aid response.

IV. EMERGENCY MANAGEMENT PLAN MAINTENANCE AND CHANGES

Proposed changes to the plan will be coordinated through the King County Office of Emergency Management. The plan will be reviewed and updated as needed.

V. REFERENCES

See Appendix 3

VI. TERMS AND DEFINITIONS

See Appendix 4